

Instructions for Annual Affirmative Procurement Reporting

Progress on attaining the U.S. Army Aviation and Missile Command's (AMCOM) goal of 100% compliance for affirmative procurement should be reported to the Agency Environmental Executive (AEE). The Agency Environmental Executive, Deputy Under Secretary of Defense for Environmental Security or their designee, is responsible for the following: (1) overseeing and facilitating implementation of the Agency Affirmative Procurement, Energy Efficiency and Water Conservation Plans; (2) facilitating environmental programs in the areas of standards, waste prevention, recycling, and logistics activities as they relate to Affirmative Procurement and Pollution Prevention; (3) sharing best practices through awareness and outreach programs to facilitate markets for environmentally preferable products, services and new technologies; (4) facilitating and coordinating educational and promotional programs for Agency employees and contractors, as appropriate; (5) reporting the status of the Agency's Affirmative Procurement Program within the Agency and externally to other applicable Federal agencies and offices; (6) compiling the Agency's Annual Affirmative Procurement Progress Report to the Federal Environmental Executive (FEE).

The AEE will report to the Federal Environmental Executive (FEE) for the annual report to the President of the United States. AMCOM should report progress to the AEE prior to October 1st of each year for purposes of the report to the President. The Federal Environmental Executive reports to OMB annually and OFPP reports to Congress biennially.

The "annual review and report" is a joint responsibility of the AEE and the Defense components. The review and report will be carried out individually by the Defense components, with results reported to the AEE. The primary method for capturing data required for reporting on guideline items under the affirmative procurement program will be the Defense Environmental Security Corporate Information Management system (DESCIM). That system, which is currently being developed, will have defined data elements for EPA-designated items. Pending full development and implementation, the Solid Waste Annual Reporting System (SWARS) has been selected as the DoD-wide "transition system." The SWARS contains reporting, requirements for the current EPA guideline items, and definitions for additional items will be added as they are approved. The information the system will report is total dollar value of item procured and dollar value of material purchased with recycled content. Pending operation of these systems, the DoD components are responsible for capturing data reported by contractors on recycled content purchases in a manner suitable to their individual management structures. The information is required to be summarized and provided annually to the AEE following the reporting format in the annual reporting call memorandum.

At Redstone Arsenal, the Engineering, Environment, and Logistics Oversight (EELO) Office will collect and compile Affirmative Procurement metric information received from the Recovered Materials Determination Form and contracts requiring the estimation and certification of EPA designated items as stated in the Federal Acquisition Regulation

52.223-9. This information will be forwarded to the Redstone Arsenal Compliance Advisor for inclusion in the annual SWARS report submission.

The names and addresses of key personnel involved in Affirmative Procurement reporting are listed below.

Office of the Federal Environmental Executive:

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MC 1600S
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Department of Defense Agency Environmental Executive:

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Department of the Army Environmental Executive Agent:

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Redstone Arsenal Affirmative Procurement Compliance Advisor

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